

# Required Documents

This walkthrough provides step by step instructions on how to upload documents to the Required Documents section of a grant application in Egrants.

A list of the types of items typically uploaded to this section of the application is listed on the right side of this page.

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Documents uploaded to the Required Documents section will be unique to each application based on their project activities.

Commonly uploaded supporting documents include:

- Activity 12 letters of support or board meeting minutes
- Letters of Support from project partners
- Assessments
- Peer reviewed studies
- Information on evidence-based programming
- Price quotes

Click the **Add Attachment** button. Please note that individual documents may not exceed 4MB, however there is no limit to the number of documents or total size of the documents uploaded to this section.

**REQUIRED DOCUMENTS**

Section Point Value: 0  
Completion Status:

Created By:  
Last Update By:

Created Date: 9/9/2019 7:04:39 AM  
Last Update Date: 9/9/2019 7:04:39 AM

Required Documents – A successful application must be accompanied by:

- The original, completed Signature Page (page 2 of the application) must be mailed directly to PCCD per Section 13 of this funding announcement.
- If applying for any item under 24 P.S. §13-1306-B(j)(12) – also known as 'Category 12' – school entities must attach documentation from their school board demonstrating that the request for purchases related to security planning and the purchase of security-related technology is based on safety needs identified by the board. Types of acceptable documentation may include one of the following: a letter of support, a board resolution, or meeting minutes of the board or a subcommittee of the board discussing and/or approving the request for the item to address a safety need. This documentation should be attached to the application in Egrants.

Attachment Name	Description	Date	History
<i>No records to display.</i>			

**File Attachment Documents**

*No records to display.*

A pop-up window labeled Upload Attachment will appear. Click the **Select Attachment** button in this pop-up window.

REQUIRED DOCUMENTS

Section Point Value: 0  
Completion Status: In Process

Created By:  
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...pl board demonstrating that the request for purchases related to ...on may include one of the following: a letter of support, a board ...need. This documentation should be attached to the application in

**Upload Attachment** ✕

Description is required to enable save button.

Short Description: \*

(Click "Save" to permanently save any uploaded attachments. Allowed file extensions are \*.doc, \*.docx, \*.pdf, \*.xls, \*.xlsx)

Select Attachment

Save Cancel

Attachment Name	Date	History
File Attachment Documents		
No records to display.		

View History Add Attachment Save Save And Continue Editing Return to Project Summary

A file explorer window will open. Locate the file that you would like to open and click the **File Name** then the **Open** button.

The screenshot shows a web application interface with a file explorer window and a 'Select Attachment' dialog box overlaid. The file explorer window is titled 'Choose File to Upload' and shows the 'Temp' folder containing two files: 'Board Letter of Support' (12 KB) and 'Letter in support of expenditure' (196 KB). The 'Board Letter of Support' file is selected. The 'Select Attachment' dialog box is open, showing the file name 'Board Letter of Support' and the file type 'All Files (\*.\*)'. The dialog box has 'Open' and 'Cancel' buttons. The web application interface in the background shows a project management page with a search bar, navigation links, and a table of attachments. The table has columns for 'Attachment Name', 'Date', and 'History'. The table is currently empty, with the message 'No records to display.' displayed below it. The 'Add Attachment' button is highlighted in blue.

Choose File to Upload

This PC > User (U:) > Temp

Name	Date modified	Type	Size
Board Letter of Support	9/18/2019 2:59 PM	Microsoft Word D...	12 KB
Letter in support of expenditure	9/11/2019 7:14 AM	Adobe Acrobat D...	196 KB

File name: Board Letter of Support

All Files (\*.\*)

Open Cancel

(Click "Save" to permanently save any uploaded attachments. Allowed file extensions are \*.doc, \*.docx, \*.pdf, \*.xls, \*.xlsx)

Select Attachment

Save Cancel

Attachment Name

Date

History

File Attachment Documents

No records to display.

View History Add Attachment Save Save And Continue Editing Return to Project Summary

Add a **Short Description** of the document in the Upload Attachment pop-up window then click the **Save** button.

**REQUIRED DOCUMENTS**

Section Point Value: 0  
Completion Status: In Process

Created By: Dr. Timothy Glasspool  
Last Update By: Dr. Timothy Glasspool

Created Date: 9/9/2019 7:04:39 AM  
Last Update Date: 9/9/2019 7:04:39 AM

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Upload Attachment

Short Description: \*

(Click "Save" to permanently save any uploaded attachments. Allowed file extensions are \*.doc, \*.docx, \*.pdf, \*.xls, \*.xlsx)

Board Letter of Support.docx Remove

Attachment Name	Date	History
<b>File Attachment Documents</b>		
<i>No records to display.</i>		

This process can be repeated until all supporting documents have been uploaded. Once done, **change the Completion Status from In Process to Complete.**

REQUIRED DOCUMENTS

Section Point Value: 0

Completion Status: In Process ▼

Created By: Dr. Timothy Glasspool  
Last Update By: Dr. Timothy Glasspool

Created Date: 9/9/2019 7:04:39 AM  
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Attachment Name	Description	Date	History
<a href="#">Board Letter of Support.docx</a>	<a href="#">Board Letter of Support</a>	9/18/2019	<a href="#">Show Attachment History</a>

File Attachment Documents

*No records to display.*

View History

Add Attachment

Save

Save And Continue Editing

Return to Project Summary